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MEMORANDUM FOR: Deputy Director (Plans)

SUBJECT: Paperwork Management Program

1. The Director has asked me to bring to your attention certain matters on paperwork management in your area, and to assist you in applying the pertinent recommendations made by the Hoover Commission.
2. The Hoover Commission Report emphasizes the tremendous savings which are possible by moving inactive records from active office space to less expensive records center facilities. A review of the volume of inactive records in the Agency Records Center indicates that only 1.8 percent of the 18,000 cubic feet are from the DD/P area. This seems to indicate the retention of a large volume of inactive records in active office space rather than in the Agency Records Center.
3. As you doubtless realize, the benefits from a good records disposition program are savings in expensive safe equipment, savings in personnel dollars, and savings in square feet of active city office space as opposed to removed inexpensive storage space in our newly established Records Center. Because of this Agency's particular security requirements the investment in safe equipment is always a source of concern. Today, we estimate this investment at Headquarters alone at about two million dollars.
4. Records disposition is only one of the ways in which we can improve our paperwork management program. Equally important are proper controls over records creation and records maintenance through active forms, reports and correspondence programs, and uniform filing systems and procedures. These programs will provide a well integrated system for carrying out good management practices.
5. Information obtained from responsible officials in your area points clearly to the fact that not enough attention is being given to paperwork management. I believe this situation can be improved by requiring the appointment of the proper number of persons who shall be unencumbered from other responsibilities.

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6. The facilities of Management Staff are available to assist you at any time in carrying forward your program of paperwork management. Please advise me of the best way we can assist you.

L. K. WHITE
Deputy Director
(Support)

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MS/RMD/LGC:ghk (30 March 1955)

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